

Activity Resource: Composing, Replying and Sending Emails

Aim:

To provide an opportunity for the learners to practise their skills in navigating emails, specifically in composing and typing, sending and replying to an email.

How to:

- Share your professional email address with the learners.
- Ask the learners to compose an email to you using your email address.
- Learners to send you the email.
- Facilitator to reply to the email with the following statement,

“Well done. Thank you for your email. I can see you can compose and send emails. Can you open the attachment and reply to this email and tell me what is in the attachment ?”

- Facilitator to attach the following picture to their email reply to the learners.



Photo by [Cookie the Pom](#) on [Unsplash](#)

Outcome:

Learners will be able to demonstrate their ability to follow instructions along with their knowledge and skills in composing, typing, replying to emails and opening attachments.